**CITY OF TIOGA**

Planning & Zoning Commission Meeting Minutes

February 10, 2016

A meeting of the Planning & Zoning Commission of the City of Tioga was called to order at 5:30 p.m. on Thursday, February 10, 2016, at the Tioga City Hall, by Planning & Zoning Commission President Travis Wittman.

PRESENT: Planning and Zoning President Travis Wittman, Planning & Zoning Commission Members Barry Ramberg, Eli Auger, Dan Larson

ABSENT: N/A

Guest: Jim Morken, Jeff Moberg

**Minutes:** Auger made a motion to approve the January 13, 2016 minutes, second by Larson. **Roll call: Ayes: Auger, Zacharias, Larson, Wittman.**

**Modifications/Approval of Agenda:**

Wittman: Add Agenda item #4 and #5.

**Larson made a motion to add agenda item #4 Moving application and #5 Meeting time change to new business. Roll Call: Ayes; Auger, Zacharias, Larson, Wittman.**

**Old Business**

**New Business**

**Conditional Use Renewal - Zoning Variance** – **Tradewinds RV Park** –Larson stated the board is looking at not renewing the conditional uses for RV parks in the future as housing has become readily available due to economy slow dow. Moberg stated his park is 50% + full and he is expecting more RV’S within the next few months so he will be at a higher percentage. Discussion was held on discontinuing permits for parks that are not full as this would be a way to slowly phase out the conditional uses. **Ramberg made a motion to approve the conditional use permit for one year, second by Auger. Roll Call: Ayes; Auger, Zacharias, Larson, Wittman.**

**Replat – Oil Patch Properties, LLC** – Jim Morken, representative for Oil Patch Properties, presented a replatt of his property along 67th street. He is creating 5 lots with one lot to contain a retention pond and another lot to become the future home of the MDU substation. Morken is also asking to rezone lots 2-12 in Block 2 and lots 4-6 in Block 3 to C2. Discussion was held on the replatting and the rezoning. The board stated they would have to approve each item seperately, however since the replatting was advertised and the rezoning was not the rezoning would have to be advertised for 2 weeks and then put on the agenda for the March planning and zoning meeting. **Larson made a motion to approve the replatting of lots 1 through 5 in Springfield Second Addition, second by Auger. Roll Call: Ayes: Auger, Zacharias, Larson, Wittman.**

**Community Services Director Level of permit approval.** – Larson presented a process he would like to see implemented once his 90 day probation is up. The process would authorize him as a building official to approve smaller building applications such as fences, decks, etc. **Zacharias made a motion to approve the issuing of small item building permits by the building official, second by Auger . Roll Call: Ayes: Auger, Zacharias, Larson, Wittman**

**Moving permit Application –** Larson presented a form that would track the moving in and out of town of habitable structures such as mobile homes, houses, offices, etc**. Larson made a motion to approve as written when addition of ie is added to the form, second by Zacharias. Roll Call: Ayes: Auger, Zacharias, Larson, Wittman**

**Time Change** – Discussion was held on changing the meeting time from 5:30 to 6:00. The board decided that 6:30 may work better for board members and meeting attendees. **Auger made a motion to change the planning and zoning meeting time to 6:30, second by Ramberg. Roll Call: Ayes: Auger, Zacharias, Larson, Wittman**

**With no further business Auger made a motion to adjourn the meeting at 6:30 pm, second by Zacharias. Roll Call: Auger, Larson, Ramberg, Wittman.**

The next regular meeting of the Planning & Zoning is scheduled March 16, 2016 at 6:30 p.m., to be held at the Tioga City Hall.

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 Travis WIttman, City Planning & Zoning Commissioner

ATTEST:

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Desiree Hanson, Deputy Auditor